

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
IN-SCHOOL & OUT-OF-SCHOOL YOUTH ACADEMY PROJECTS**

RFP #08-001

QUESTIONS AND ANSWERS – UPDATED MARCH 12, 2008

The following questions, pertaining to RFP #08-001, were directed to the Pacific Gateway Workforce Investment Network after the Bidders Conferences' held on February 5, 2008 and February 6, 2008.

The following questions were received on February 27, 2008:

- Q.** Will the youth be completing their internship in 2009?
- A.** Organizations responding to this RFP are encouraged to incorporate any one or a combination of career exploration activities in their proposed program design, as referenced in the RFP. Internships are one example of career exploration activities. When youth complete an internship is contingent upon the organization's program design, and should allow the organization sufficient time to ensure that performance measures are met prior to the end of the organization's contract period (Refer to Addendum 1).
- Q.** In terms of mentoring, are they to have a mentor assigned to them and can it be the internship site coordinator?
- A.** Organizations responding to this RFP are encouraged to incorporate any one or a combination of career exploration activities in their proposed program design, as referenced in the RFP. Mentoring is one example of career exploration activities. If mentoring is to be provided as part of the organization's program design, a mentor should be assigned to the participating youth. The mentor must be an adult.
- Q.** Whose signature does the certificate need to have?
- A.** The Bidder's Conference Power Point Presentation identifies organizations and programs that may issue an industry-recognized certificate. Signatures presented on industry-recognized certificates should be representative of those organizations and programs authorized to issue such certificates.
- Q.** Are we able to give out \$450 stipends?
- A.** Organizations responding to this RFP may propose to provide performance and/or program incentives to participants as part of their proposed program design. Incentives can include gift certificates, t-shirts, field trips, or other items the organization determines to be motivating to youth. Stipends may not be provided as an incentive to youth.
- Q.** The amount of participants that we select, are we to keep them for the two years or are they split each year?

- A.** Organizations responding to this RFP are responsible for determining when youth are recruited, enrolled, provided and complete planned program services and activities, as part of their proposed program design. When youth complete the organization's Youth Academy Project is contingent upon this design, and should allow the organization sufficient time to ensure that performance measures are met prior to the end of the organization's contract period (Refer to Addendum 1).

The following question was received on February 28, 2008:

- Q.** Are we only to select one service area (Region 1-Long Beach and Signal Hill, Region 2-Lomita, Torrance), or are we able to target both regions?
- A.** Organizations responding to this RFP may choose to target both regions.

The following questions were received on March 4, 2008:

- Q.** Do you have a list of current industry-recognized certificates?
- A.** No. However, the Bidder's Conference Power Point Presentation identifies organizations and programs that may issue an industry-recognized certificate.
- Q.** Does the CAHSEE count as a recognized certificate?
- A.** No.

The following question was received on March 6, 2008:

- Q.** In response to the question "Are we able to give out \$450 stipends," you said that stipends may not be provided as an incentive to youth. Does that mean that we cannot provide the \$450 stipend for completing the internship like we have in the past?
- A.** Stipends may not be provided as an incentive to youth. However, organizations responding to this RFP may propose to provide program incentives to participants as part of their proposed program design. Program incentives may be used to encourage active program participation and continued progress as youth successfully complete one or more components of a program (ex., work experience/internship, tutoring activities, occupational skills training, etc.). Incentives can include gift certificates, t-shirts, field trips, or other items the organization determines to be motivating to youth.

The following questions were received on March 10, 2008:

- Q.** After a youth participant has successfully completed the internship program, are they allowed to receive a \$450 stipend?
- A.** No. Stipends are not permitted under this RFP.

- Q.** In addition, specifically, is there a change in the requirements from last year regarding stipends. If so please clarify this change.
- A.** Under the PY 2006-2008 RFP, stipends were permitted to be budgeted for youth participating and completing an internship under the subcontractor's Youth Development Program. In the PY 2008-2010 RFP, stipends are not permitted.
- Q.** What certificates are allowable?
- A.** All youth participating in the subcontractor's program are expected to earn an industry-recognized certificate. Allowable industry-recognized certificates are those that are awarded in recognition of the participant's attainment of measurable technical or occupational skills, necessary to gain employment or advance within an occupation. Industry-recognized certificates, as defined above, may be issued by organizations identified in the Bidder's Conference Power Point Presentation.

The following questions were received on March 11, 2008:

- Q.** Can we allocate costs for breakfasts in our "Program Other" budget as an incentive to students for good attendance?
- A.** No. Food is not an incentive under the WIA.
- Q.** If not, can it be included under "Supportive Services?"
- A.** No.
- Q.** Can we pay the students \$600 cash for their work experience?
- A.** No. Cash stipends are not permitted under this RFP.
- Q.** Are youth eligible to receive a stipend at any point in the program? If so, can the stipend payment come from the "Program Other" portion of the budget?
- A.** No. Cash stipends are not permitted under this RFP. However, program and performance incentives are allowable under this RFP for certain activities.